

**Erie County Department of Mental Health
HUD Grant Policy and Procedures**

Title: Guidelines for Admission Eligibility Documentation

No. 1.0

Applicability: S+C and SHP Projects

Date Issued: 1/26/05

Reference: SHP/S+C Desk Guides

Date Revised: 6/2/06

PURPOSE: To insure that all admissions meet the appropriate eligibility guidelines and that each tenant record contains the required documentation.

PROCEDURE:

1. Per HUD regulations each grantee must maintain documentation to determine the eligibility of persons being admitted to SHP and S+C programs.
2. HUD SHP and S+C grants share the same eligibility requirements regarding disability and homelessness.
3. **For disability**, the applicant must meet all of the eligibility criteria on the Disability Verification Form in section A, and the criteria in either section B or C at the time of referral and admission. The signature of a licensed or credential medical or psychiatric professional trained to make this determination is required to meet this criteria. The signature on disability verification form must include the professionals credentials and position title.
4. **For homelessness**, the applicant must meet at least one of the criteria in section A of the Homelessness Verification Form and must also attach the required written third party verification. All programs must also report whether the disabled individual meets the Chronic Homelessness criteria in Section B, but only programs designed specifically for this population must meet this requirement.
5. Written verification of homeless must be maintained in the record as required in the attached table. All forms of verification should be from a reliable third party. Self-report statements are acceptable only if no other form of verification exists.

This includes written verification of stays at emergency shelters or transitional housing at the time of admission. Hospital/institution discharges must include verification from the referral source that the individual was indeed homeless prior to admission to the hospital/institution, did not remain beyond 30 days at the hospital or institution and there are no other housing resources for the individual such that without the assistance of the provider's HUD program the person would have to spend the night in a homeless shelter or in a place not meant for human habitation.

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6. All permanent housing programs awarded renewal or initial funding beginning in 2006 must comply with the eligibility requirement that the disabled individual must come from the street, emergency shelters or transitional housing. Evictions and other forms of homelessness no longer apply for new or renewal permanent housing programs initiated in 2006. The only exception is transitional housing programs which may continue to use additional previously accepted forms of eligibility admission.
7. Each program must clearly document each of these eligibility standards in the tenant's record. It is recommended that the attached standardized forms which are also available in the CHPS referral packet be used for eligibility verification.
8. Depending upon the particular grant application other admission criteria may apply and sponsor agencies should check with their ECDMH Contract Administrator for additional requirements.
9. CHPS providers should use the CHPS referral packet documents. Non-CHPS providers should use the Specialty Supported Housing Program Verification Forms.